

**1st Meeting of the Solid Waste Alternatives Program Advisory Council
Urbandale Public Library
September 16, 2008**

9:00 Introductions

Iowa Code Chapters 21 (Open Meetings Law) and 22 (Public Records)

Overview of HF 2570

SWAP Advisory Council – Membership and Responsibilities

Establishing “Bylaws”, Rules and Procedures for Council

Identify Council’s Resource Needs

Review Outcomes and Outstanding Issues

Set Next Meeting

12:00 Adjourn

DETAILED AGENDA

INTRODUCTIONS

OPEN MEETINGS AND PUBLIC RECORDS’ LAWS

- ❖ Chapter 21 -- Open Meetings
 - SWAP Advisory Council meets “governmental body” definition
 - Meeting is defined as a gathering of a majority of the members where there is deliberation or action upon any matter within the scope of the governmental body’s duties.
 - Public notice, minutes that document actions taken, decision results, etc.
- ❖ Chapter 22 – Public Records
 - Includes all documents, records, tapes, or other information related to a governmental body’s conduction of its duties.

OVERVIEW of House File 2570 (Section 4)

- ❖ PURPOSE: To encourage responsible environmental management and to enhance efforts to promote environmental stewardship. Responsible environmental management can be furthered by changing the focus from managing wastes to managing resources through a sustainable system that is based upon continuous improvement.
- ❖ By 10/1/08 up to six solid waste planning areas may be designated as “environmental management systems” to serve as pilot projects. Planning areas are designated if they develop and commit to implementing solid waste management

plans that establish environmental objectives and continuous improvement targets in the following areas:

- Yard waste management
 - Hazardous household waste collection
 - Water quality improvement
 - Greenhouse gas reduction
 - Recycling services
 - Environmental education
- ❖ By 9/1/09 and each year thereafter each of the designated planning areas shall submit an annual report.
 - ❖ By 10/1/09 and each year thereafter the council reviews the annual reports and determines if each planning area has met the requirements.
 - ❖ By 10/1/09 and each year thereafter the council may recommend the designation of additional qualified planning areas.

SWAP ADVISORY COUNCIL

- ❖ Membership established in Section 9
 - ❖ Responsibilities established in Section 10
- 1) Consideration of plans:
 - Provide recommendations to EPC for designating solid waste planning areas as initial EMS pilot project participants (up to six) based upon review of solid waste management plans in terms of meeting program requirements in Section 455J.3.
 - Any solid waste planning area may seek designation as an EMS.
 - For subsequent years may recommend the designation of additional eligible planning areas.
 - 2) System review:
 - Review annual reports to determine compliance.
 - Based upon this review, council can recommend to EPC that a planning area's EMS designation be revoked.
 - *Department is required to adopt by rule methods and criteria for determining whether a system is in compliance. This evaluation shall consider whether a system is making continuing progress in regard to the requirements.)*
 - 3) Allocation of funds
 - Recommends to EPC a "reasonable" allocation of SWAP funds to eligible systems. Council needs to adopt a set of "reasonable" criteria that conforms to the goals and purposes of the legislation.

ACTION: Recommendation for filling vacancy (third member representing solid waste planning areas of various sizes)

ACTION: need to establish application, review, and designation processes.

ACTION: need to adopt criteria for allocation of SWAP funds.

“BYLAWS” / RULES / PROCEDURES

- ❖ Terms – staggered 3 years

ACTION: need to determine when 3-year cycle commences

- ❖ Quorum – Section 9, subsection 4
 - A majority of voting members shall not include any member who has a conflict of interest. A statement by a member that the member has a conflict of interest is conclusive for this purpose.
 - A vacancy in the membership does not impair the duties of the council.

ACTION: need to determine what, if any, is a quorum

- ❖ Decision making process – (Robert’s Rules of Order)
- ❖ Frequency of meetings

ACTION: determine if should set up a regular schedule; is there a need to meet more frequently over next few months

- ❖ Reimbursement process (handouts)
- ❖ Facilitator – benefit? How? If yes, who?
- ❖ Establishment of a chairperson?

ACTION: should there be a facilitator?

ACTION: should there be a chair? If yes, how will the chair be selected

COUNCIL’S RESOURCE NEEDS

- ❖ Expectations of how DNR staff will assist
- ❖ 3rd Party contractor – need? Doing what? Process for selecting
- ❖ Other needs?

REVIEW OUTCOMES AND OUTSTANDING ISSUES

- ❖ will help to set next meeting’s agenda

SET NEXT MEETING